Project Progress Report

Project Name:	The Allotment System

Reporting Period:	From:	11/1/2005	To:	11/30/2005

Audience:

Schedule Status: **[X] GREEN** **[ ] YELLOW** **[ ] RED**
(Green = project is on-time; Yellow = project is 10% behind schedule; Red = project is more than 10% behind schedule or a significant risk has arisen that could cause failure of the project)

Budget Status: **[X] GREEN** **[ ] YELLOW** **[ ] RED**
(Green = project is on-budget; Yellow = project is 10% over budget; Red = project is more than 10% over budget or a significant risk has arisen that could cause failure of the project)

Risk Status: **[] GREEN** **[ ] YELLOW** **[X] RED**
(Green = no new risks; Yellow = new risks are level 6 or less; Red = new risks are level 9)

Achievements

Expenditure Authority:

Planning:

- o A new report was requested that would provide statewide data to be used for analytical purposes in Excel and approved by the Project Sponsor.

Deployment:

- Promoted the Data Management component to production
- The final 3 EA reports were promoted to Beta for customer acceptance testing.

Testing:

- Successfully completed customer acceptance testing for the Data Management component

Allotment Management and Review

Planning:

- The team was very close to meeting the target completion date of November 30, 2005 for the projects first key milestones:
    - o Project charter and plans (The Staffing and QA Plans will be finalized by December 7, 2005 with the Project Charter being finalized by December 15, 2005)
    - o Finalizing business requirements (The high-level business requirements have been reviewed, clarified, and categorized. These requirements will be final after Product Managers complete a secondary review and the Project Sponsor has had opportunity to review and approve them)
    - o High level work plan with phases and iterations defined (A high-level work

plan has been established. Phases will be added to the work plan at a later time.)

- o Agency and OFM tools identified in priority order (The team will review and finalize this list December 7, 2005)

- o Logical database model (An initial draft of the database has been created and further refinement will be ongoing?)

- o Education sessions planned (Sara Corbin provided an overview of the allotment process. Art Overman provided a demonstration of APS/TPS. Aaron Butcher and Brad Killman provided an overview of the process they have for creating allotments. Gary Austin provided and overview of the allotment review process for the OFM's Budget Division)

- Prepared and distributed statement of work for external quality assurance to pre-selected vendors. Responses to statement of work due to OFM by December 21, 2005.

Requirements:

- Continued to clarify and work towards a common understanding of the requirements.

- Prepared and distributed statement of work for an outside consultant to assist the TALS team in quickly documenting functional requirements. Deliverables from sessions will include processes and tools used to document these requirements, as well as the documented functional requirements.

Objectives for the next reporting period

Expenditure Authority Phase 2:

- Develop maintenance and operations plan for Expenditure Authority

- Complete customer acceptance testing of the final 3 EA reports, and promote to production

- Design, develop, and test the new statewide data report.

Allotment Management and Review:

Planning:

- Finalize Project Charter and deliver to key stakeholders for approval

- Finalize Staffing Plan and QA Plan

- Develop Milestone 2 deliverables and schedule

- Make a selection for an external assurance vendor.

Requirements:

- Finalize business requirements

- Make a selection for a consultant to facilitate documenting functional

requirements.

Schedule

Expenditure Authority:

- Further construction and testing of EAS019 Expenditure Authority Schedule Allocations report has been postponed until August 2006.

- A change request was submitted and approved to develop a new report (EAS008 – Statewide) that its primary use will be to export the data to Excel, which will provide raw, statewide, data for use by OFM's Budget Division.

Allotment Management:

- After the resource decisions are made, a more detailed plan phase and iteration plan will be developed.

Budget

Risks

Newly discovered or re-arisen, including Risk Severity Indicator

Risk:

The TALS AMR project does not have enough resources to complete all of its objectives by the Spring of 2007.

Mitigation:

Request additional resources as follows:
- Two more Product Managers one to support TALS AMR application development and one to support TALS AMR reports
- Two more Testers one to support TALS AMR report development and one to support BASS maintenance and operations
- One developer to support BASS maintenance and operations

Progress Summary EA

	Effort				Cost				Schedule			
Milestone	Original Estimate	Actual To Date	Estimate to Complete	Variance	Original Estimate	Actual To Date	Estimate to Complete	Variance	Original Start Date	Revised Start Date	Original End Date	Revised End Date
Finalized EA Requirements											3/24/2004	
Design	6000 hours								5/3/04	5/23/2004	9/23/2004	10/31/2004
Iteration 1 (Import)	3200 hours								8/11/2004	8/11/2004	11/15/2004	~~12/30/2004~~ 1/14/2005
Iteration 2 (Schedule Management)	4500 hours								10/18/2004	11/30/2004	1/7/2005	5/2/2005
Iteration 3 (Publish)	4500 hours								12/1/2004	1/10/2005	1/1/2005	4/25/2005
Beta Testing	100 hours									4/22/2005	~~5/2/2005~~	~~5/10/2005~~ 4/27/2005
Release 1 Implementation									4/30/2005	4/27/2005	5/10/2005	4/27/2005
Phase 2									4/27/2005		10/1/2005	